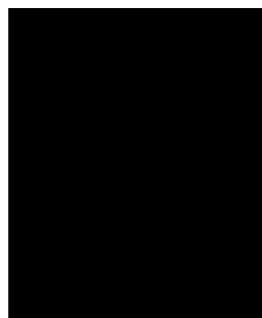


SES Suby  
File

9 August 1979

STATINTL

MEMORANDUM FOR:



Admin Directorate  
S&T Directorate  
Operations Directorate  
ICS  
NFAC  
OLC  
OGC

FROM

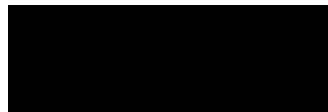
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SUBJECT

: Interim Review - CIA Senior Executive Service

1. Attached is a draft interim report to the DDCI on the preliminary proposals of the SES Developmental Task Force for a CIA Senior Executive Service.

2. In order to keep you informed of our progress to date and to seek your reactions to the interim proposals outlined in the attachment, we ask that you meet with us on 14 August 1979 at 0930 in Room 5E62 (OP Conference Room). We will at that time also give you our projections as to what is further down the road on our planning and scheduling.

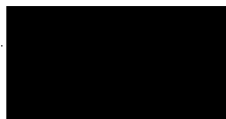


STATINTL

for the  
SES Developmental Task Force Members

STATINTL

cc:



8/3/79

Approved For Release 2002/01/08 : CIA-RDP89-01114R000300090043-8

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM : Harry E. Fitzwater  
Director of Personnel

SUBJECT : Interim Report on CIA Senior Executive Service (SES)

1. The Task Force established to develop a proposal for a Senior Executive Service for the Agency has carefully reviewed all available data on the Senior Executive Service. A preliminary architecture for an Agency system, which closely parallels that established by the Civil Service Reform Act, has been developed. The Agency system, which the Task Force proposes logically to call the CIA Senior Intelligence Service (SIS), will as presently envisioned have the principal features as outlined in Attachment A.

2. The Task Force has, tentatively, identified seven elements or subsystems of the Agency SIS. These elements are listed in Attachment B, and will be addressed in greater detail in my next report.

Harry E. Fitzwater

Attachments  
As Stated

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## PROPOSED

## CIA SENIOR INTELLIGENCE SERVICE

Principal Features

- The SIS will include all positions now classified at the GS-16, GS-17, and GS-18 levels; all SPS positions, and all EP-V and EP-IV positions. (There may be merit in limiting the number of SIS positions to the current SG, SPS, and EP-V and EP-IV ceiling -- a total of [REDACTED] positions. This would require that some existing SG positions -- approximately [REDACTED] -- revert to GS-15. The pros and cons will be presented in the final Task Force proposal.)
- All individual who hold SG rank, SPS rank, and those at EP-V and EP-IV levels will be offered membership in the SIS. (While it is expected that all such officials will elect membership in the SIS, the Task Force proposal will include a recommendation relative to eligible officers who elect not to join the SIS.)
- The Task Force proposal will include a recommendation for relating organizational and functional levels of responsibility to the various ES rates. (This will probably take the form of a structure which relates existing SG, SPS, and EP-V and EP-IV positions to the six new ES rates.)
- It is proposed that the six SIS pay rates be as follows:

ES-1	\$44,756
ES-2	\$46,470
ES-3	\$48,250
ES-4	\$50,100
ES-5	\$51,800
ES-6	\$52,800

- No employee initially selected for SIS membership will be converted to an ES pay rate which is less than the salary payable on the date the SIS is implemented and initial SIS members may not in the future be reduced to an ES pay rate below the salary payable at the time of entry into the SIS. (The Task Force will recommend a conversion table based on existing grades and salaries.)

Promotions to higher ES pay rates will be considered annually and will normally be approved only in those instances where the ES position involved is reflected on the organizational structure at an ES rate higher than that held by the incumbent.

- Advance Work Plan

An advance work plan will be prepared for each SIS member covering the performance evaluation period.

- Performance Appraisal

-- The evaluation period for SIS members will be changed to coincide with the fiscal year (i.e., 1 October - 30 September).

-- Performance standards will be established and performance will be measured against preestablished goals and objectives as outlined in the Advance Work Plan.

- Awards

- Performance Awards

A performance award of up to 20 percent of their basic ES rates applicable during the evaluation period may be granted to SIS members for quality performances. The number of such awards will be limited to 50 percent of the number of SIS positions authorized by the DCI. (A schedule will be proposed by the Task Force to ensure some degree of uniformity in the awards granted.)

- Meritorious Executive Awards

A meritorious executive award of \$10,000 may be granted to up to 5 percent of the SIS cadre. An SIS member may receive only one such award in a five-year period.

- Distinguished Executive Award

A distinguished executive award of \$20,000 may be granted to 1 percent of the SIS cadre. An SIS member may receive only one such award in a five-year period.

- Recommendations for awards will be made based largely on annual performance evaluations, reviewed by appropriate performance review boards established for this purpose, and endorsed to the DDCI for approval of performance awards and to the DCI for approval of meritorious and distinguished awards. Awards will be submitted to the approving officers during the period 1 November - 31 December with payment to be made in January.

- Executive Development

- Each SIS member will participate in a new Executive Development Program. Formal plans for training, rotational assignments,

or other experiences appropriate for future assignments will be prepared and updated annually for most SIS members.

-- Deputy Directors will identify candidates -- either from within the SIS or from senior GS-level personnel -- for future assignments to key ES positions (e.g., Office Directors -- Division Chiefs in the DDO -- and their principal deputies, Independent Office Heads, and their deputies.)

◦ Other Benefits

-- Annual Leave

An SIS member may accrue annual leave without limit, i.e., forfeiture of accrued annual leave in excess of the existing maximum carry over will not be required. (The Task Force may recommend that only a portion of unused annual leave can be carried over -- say one-half of the annual accrual -- to ensure that SIS members take at least a portion of their leave.)

-- Sabbaticals

Sabbaticals may be granted for up to 11 months during any 10 year period. To be eligible, SIS members must have 7 years of service equivalent to the levels of duties and responsibilities of positions in SIS (e.g., current SG, SPS, EPs). Two years of such 7 years of service must be in SIS. Sabbaticals may not be granted to SIS members if they are eligible for voluntary retirement.

PROPOSED

CIA SENIOR INTELLIGENCE SERVICE

Subsystems

1. Performance Appraisal
2. Compensation and Awards
3. Promotion
4. Administrative Action
5. Monitoring and Evaluating the SIS
6. Publicity and Orientation
7. Implementing Regulation(s)